

UTAH COUNTY JOB DESCRIPTION

CLASS TITLE: CADASTRAL MAPPER - ASSESSOR
CLASS CODE: 3542

FLSA STATUS: NON-EXEMPT
SUPERVISORY STATUS: NONE

EFFECTIVE DATE: 3/4/2015
DEPARTMENT: ASSESSOR

JOB SUMMARY

Under general supervision of the Appraisal Auditor, performs technical and analytical work in creating, maintaining, and quality review of property records pertaining to the parcel library layers of Utah County's Geographic Information Systems (GIS) database, and digital maps.

ESSENTIAL FUNCTIONS

Analyzes, evaluates, and interprets legal records pertaining to land ownership from a variety of sources; determines the intent of conveying documents and the area to which they apply in order to ensure accurate records and maps and for Farmland Assessment Act.

Creates, maintains, and revises official parcel digital maps to accurately represent all land parcels, subdivisions, and tax districts; plots parcel boundaries on cadastral maps using GIS software.

Reviews recorded subdivision, condominium, and annexation plats for Farmland Assessment Act, addressing of new lots, and title discrepancies for compliance; Discovers and analyzes discrepancies in associated data, legal descriptions and maps.

Creates and maintains the parcel abstract index used by department personnel, other county departments, title agents and associated industry professionals, and the general public; assigns parcel identification numbers and identifies the tax district according to jurisdictional boundaries; verifies current ownership of property.

Creates and reviews new taxing descriptions such as those for parcel splits, remainder parcels, and tax delinquent properties for use by various county departments; Uses GIS software to perform geographic mapping and analysis including complex and technical engineering calculations to determine parcel areas, title boundaries, angles and bearings, and distances to ensure the accuracy of property and ownership boundaries.

Provides detailed, technical, and informational assistance to office personnel, other government agencies, attorneys, industry professionals, and the general public in areas related to taxing descriptions, title problems, map interpretations, ownership history, acreage, easements, newly created or divided parcels and tax districts; notifies and works with property owners, engineers, land surveyors, attorneys, and title companies to resolve discrepancies.

Maintain CAMA system improvement records in relationship to parcel splits and combinations, taxing district changes, and associated edits.

Perform other duties as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of:

State laws governing recording, indexing, and mapping of legal documents.
Geographic Information Systems (GIS) technology and its application to recorder mapping functions.
Coordinate geometry (COGO) applications and applied trigonometry.
Real estate and title law as applied to the Assessor's and Recorder's offices.
Surveying and civil engineering practices as applied to the Assessor's and Recorder's offices.

Skill in:

Drafting, and conducting title searches and technical evaluations.

Ability to:

Maintain cooperative relationships with engineers, attorneys, surveyors, title companies, the public and County employees.
Communicate verbally and in writing.
Lead and train others while maintaining own workload.

PHYSICAL DEMANDS

Typically:

Sits at a desk or a table.

Regularly:

Walks, stands or stoops.
Lifts or otherwise moves objects weighing up to 20 pounds.
Uses tools or equipment requiring a high degree of dexterity.
Works for sustained periods of time maintaining concentrated attention to detail.

Accommodation may be made for some of these physical demands for otherwise qualified individuals who require and request such accommodation.

WORKING CONDITIONS

Work is performed in an office or other environmentally controlled room. Work may expose incumbent to volatile situations with the public.

EDUCATION AND EXPERIENCE

Bachelor degree in GIS, Geography, Civil Engineering, or a related field and four (4) years of work experience using Arc/Map software. Equivalent combinations of education and experience may also be considered.

LICENSING, CERTIFICATION, AND OTHER REQUIREMENTS

Applicant must have successfully passed the Advanced Cadastral Mapping test.
Selected applicants may be subject to a background check.
Applicant must possess a valid driver's license and obtain a valid State of Utah driver's license within 60 days of employment.

This description lists the major duties and requirements of the job and is not all-inclusive. Incumbent(s) may be expected to perform job-related duties other than those contained in this document and may be required to have specific job-related knowledge and skills.